**TO ALTINBAŞ UNIVERSITY**

**SCHOOL OF ECONOMICS, ADMINISTRATIVE AND SOCIAL SCIENCES**

**DEAN’S OFFICE**

I am a current student at Altınbaş University School of Economics, Administrative and Social Sciences, majoring in ………………………....……….……My student number is …………...……..

I respectfully request for a rechecking of my exam paper to determine whether there have been any material errors in my grade I have been assigned for the following course I took in Academic Year 20… / 20…. Fall / Spring semester.

**Student's first name and surname**

**Date / Signature**

**Phone: ................................................ e-mail: .......................................**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Code / Title** | **Instructor of the Course** | **Grade Assigned** | **Exam type** |
|  |  |  | Midterm ( )  Final ( )  Makeup ( )  Resit ( ) |

**Examination results and appeal**

**ARTICLE 24 –** (2) Students can appeal to the grade(s) they have been assigned by submitting an appeal petition to the relevant academic unit within at least three working days from the announcement date of the grades. The instructor of the course will review the student’s exam paper within three working days at the latest after s/he has received the appeal and notify the relevant unit in writing of the result. If there is a grade change, it shall be immediately sent to the Registrar's Office attached to the decision of the relevant administrative board. Grade change will be announced on the student information system by the Registrar's Office.